



Preparing to Participate in the EHR Incentive Programs in 2015 through 2017



Registration and Attestation Checklists

To help you prepare to participate in the Medicare and/or Medicaid Electronic Health Record (EHR) Incentive Programs, review the following registration and attestation checklists. Once you are ready, you can register and/or attest through the [Medicare & Medicaid EHR Incentive Program Registration and Attestation Website](#).

Registration Checklist

Medicare and Medicaid Eligible Professionals

Before You Register

- Make sure to have an active and approved enrollment record in the Provider Enrollment, Chain and Ownership System (PECOS).
 - If you do not have a record in PECOS, your registration status will remain in an “issue pending” status until you have an active enrollment record in PECOS.
- For Medicare providers who are still eligible to receive an incentive payment, verify that the [Medicare Administrative Contractor \(MAC\)](#) has the correct banking information and payee information, including:
 - Bank account number
 - Bank routing number
 - Payee address
 - Payee National Provider Identifier (NPI) and Payee Tax Identification Number (TIN) combinations
- Visit the Registration Tab on the [Registration and Attestation Website](#) to ensure your information is accurate (such as the Payee selection and email address). CMS will communicate with you about the Incentive Programs using the email address on file on the Personal Information page of the Registration and Attestation website.

When You Register

Be sure to have this information on hand:

- An individual NPI (*Note: If you are reassigning your benefits, verify that your individual enrollment has been reassigned to the group’s enrollment and that both records have been approved in PECOS.*)
- An Identity and Access Management (I&A) User ID and Password for the individual provider, only if you are acting on behalf of the provider
- A Payee TIN (if you are still eligible to receive an incentive payment)
- A Payee NPI (if you are still eligible to receive an incentive payment)
- CMS Certification Number (CCN) (hospitals only)
- EHR Certification Number (Detailed instructions on how to obtain a CMS EHR Certification ID are available on the [CHPL website](#))

Additional Information for Reassigning Benefits

All of the following information must be **active** and **approved** in the PECOS system to yield a successful registration for the Medicare EHR Incentive Program:

- Individual NPI
- Payee NPI
- Payee TIN
- CCN (hospitals only)

Note: Benefits cannot be reassigned to another individual's social security number. If reassigning benefits to another individual, they must have an Employer Identification Number (EIN) or Billing TIN. If reassigning benefits for the Medicaid program, the information must match State Medicaid payment information.

Attestation Checklist

Medicare Eligible Professionals, Eligible Hospitals, and CAHs

Before you attest you should have:

- Met all of the necessary measures to successfully demonstrate meaningful use and qualify for an EHR incentive payment
- Completed the appropriate reporting period and timeframe
- Have a successful and active registration status in the [Registration and Attestation System](#)
- Have your [EHR Certification Number](#)

Medicaid Eligible Professionals, Eligible Hospitals, and CAHs

- State requirements may vary. Please refer to your [State](#).

CMS Help Desks

CMS has several help desks available to provide you with assistance on the EHR Incentive Programs:

EHR Information Center Help Desk

- (888) 734-6433 / TTY (888) 734-6563
- Hours of operation: Monday-Friday 8:30 a.m. – 4:30 p.m. in all time zones (except on Federal holidays)

NPPES Help Desk

- <https://nppes.cms.hhs.gov/NPPES/Welcome.do>
- (800) 465-3203 / TTY (800) 692-2326

PECOS Help Desk

- <https://pecos.cms.hhs.gov>
- (866) 484-8049 / TTY (866) 523-4759

Identification & Access Management System (I&A) Help Desk

- PECOS External User Services (EUS) Help Desk: (866) 484-8049/ TTY (866) 523-4759
- E-mail: EUSupport@cgi.com

For More Information

Visit the [Registration and Attestation](#) section of the [CMS EHR Incentive Programs website](#).